



BOARD OF COMMISSIONERS

1 S. Main St., 9th Floor
Mount Clemens, Michigan 48043
586-469-5125 FAX 586-469-5993
macombcountymi.gov/boardofcommissioners

AD HOC COMMITTEE TO EVALUATE RECONFIRMATION OF PERSONNEL OPENINGS

WEDNESDAY, AUGUST 6, 2008

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda, **AS AMENDED, TO INCLUDE ADDITIONAL RECONFIRMATION**
4. Approval of Minutes Dated 03-05, 04-03, and 05-01-08 (previously distributed)
5. Public Participation
6. Statistical Summary of Ad Hoc Actions Re: Vacant Personnel Openings (mailed)
7. Evaluation and Recommendation to Personnel Committee Regarding Determination of Vacant Personnel Openings (mailed)
(an additional request from Community Services Agency is attached)
8. New Business
9. Public Participation
10. Adjournment

MEMBERS: Duzyj-Chair, DeSaele, J. Flynn, Mijac, Rocca and Crouchman (ex-officio)

MACOMB COUNTY BOARD OF COMMISSIONERS

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STATISTICAL SUMMARY OF AD HOC ACTIONS REGARDING VACANT PERSONNEL OPENINGS

AD HOC OF MARCH 5, 2008

<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>NUMBER OF POSITIONS</u>	<u>RECONFIRMED</u>	<u>NOT RECONFIRMED</u>
Computer Maintenance Clerk	County Clerk/ROD	1	1 (Post-poned)	
Typist Clerk III	Equalization	1		1
Licensed Boiler Operator, 1st Class	Facilities & Operations	1	1 (Post-poned)	
Computer Maintenance Clerk	Health	1	1	
Division Director, Health Promotion/Disease	Health	1	1*	
Environmentalist II/III	Health	2	2	
Business Systems Analyst	IT	2	2	
	TOTAL	9	8	1

AD HOC OF APRIL 3, 2008

<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>NUMBER OF POSITIONS</u>	<u>RECONFIRMED</u>	<u>NOT RECONFIRMED</u>
General Counsel	Circuit Court	1	1*	
Case Manager II	Community Mental Health	1	1	
Computer Maintenance Clerk	County Clerk/ROD	2	2	
Custodian I/II	Facilities & Operations	3	2	1
Licensed Boiler Operator, 1st Class	Facilities & Operations	1	1	
Data Entry Clerk	Friend of the Court	2	2	
Enforcement Investigator	Friend of the Court	1	1	
Public Health Nurse II	Health	1	1	
Personal Property Tax Collector	Treasurer	1	1	
Typist Clerk I/II	Veterans Services	1	1 (Post-poned)	
	TOTAL	14	13	1

AD HOC OF MAY 1, 2008 (Waived to 05-12-08 Personnel Committee)

<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>NUMBER OF POSITIONS</u>	<u>RECONFIRMED</u>	<u>NOT RECONFIRMED</u>
Administrative Assistant III	Community Mental Health	1	1	
Case Manager II	Community Mental Health	1	1	
Registered Nurse	Community Mental Health	1	1	
Account Clerk I/II	Health	1	1	
Coordinator of Security	Juvenile Justice Center	1	1	
Paralegal	Senior Citizen Services	1		1 (Post-poned)
Computer Maintenance Clerk	Sheriff	1	1	
Typist Clerk I/II	Veterans Services	1	1	
Counselor II	Veterans Services	1	1*	
TOTAL		9	8	1

AD HOC OF JUNE 5, 2008

<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>NUMBER OF POSITIONS</u>	<u>RECONFIRMED</u>	<u>NOT RECONFIRMED</u>
Dietitian	Health	1	1	
Public Health Nurse II	Health	1	1	
Account Clerk III	Martha T. Berry	1	1	
Administrative Secretary	Martha T. Berry	1	1	
Computer Maintenance Clerk	Prosecuting Attorney	1	1	
Paralegal	Senior Citizen Services	1		1 (Post-poned)
TOTAL		6	5	1

AD HOC OF JULY 8, 2008

<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>NUMBER OF POSITIONS</u>	<u>RECONFIRMED</u>	<u>NOT RECONFIRMED</u>
Data Maintenance Supervisor	Friend of the Court	1	1	
Typist Clerk III	Health	1	1	
Safety Specialist	Risk Management	1	1*	
Paralegal	Senior Citizen Services	1	1	
	TOTAL	4	4	0

*20 Week Hiring Waiver

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO _____ Evaluate and recommend to the Personnel Committee regarding
_____ the determination of each vacant personnel opening, either to reconfirm
_____ or to eliminate the position

INTRODUCED BY: _____ Commissioner Dana Camphous-Peterson, Chair
_____ Ad Hoc Committee to Evaluate Reconfirmation of Personnel Openings

CLASSIFICATION

DEPARTMENT

One Community Health Technician (Sharon Gardocki)

Health

Reason for Position being Vacant: Retirement

Date Position to be Vacant: 06-12-08

COMMITTEE/MEETING DATE

Ad Hoc Committee to Evaluate
Reconfirmation of Personnel
Openings 08-06-08



HEALTH DEPARTMENT

Mount Clemens Health Center

43525 Elizabeth Road
Mount Clemens, Michigan 48043
586-469-5235 FAX 586-469-5885
macombcountymi.gov/publichealth


RECEIVED
JUL 10 2008
HUMAN RESOURCES

Thomas J. Kalkofen
Director/Health Officer

July 8, 2008

Kevin P. Lokar, M.D.
Medical Director

TO: ERIC HERPPICH, ACTING DIRECTOR
HUMAN RESOURCES DEPARTMENT

FROM: THOMAS J. KALKOFEN, MPH
DIRECTOR/HEALTH OFFICER 

SUBJECT: JUSTIFICATION FOR FILLING
COMMUNITY HEALTH TECHNICIAN
WOMEN, INFANTS, CHILDREN PROGRAM

The Macomb County Health Department requests approval of the above captioned position. This vacancy is created by the retirement of Ms. Sharon Gardocki on June 12, 2008.

The employee in this classification, under the direct supervision of an assigned supervisor, assists in performing various screening and testing duties in an assigned program area; schedules appointment; maintains records and forms necessary for the delivery of services; assists in compiling information and preparing reports.

In order to maintain quality of service, and program continuity to meet the needs of the residents of Macomb County, to promote health and reduce the risk of disease, it is essential this position be reconfirmed and posted as soon as possible.

The WIC program is **100% grant funded** and a delay in filling the position may have an impact on future funding.

If there are questions please contact my office at 9-5512.

mg

Attachment

cc: M. Parent
M. Green

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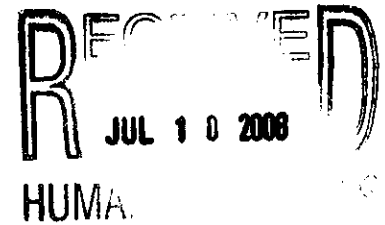
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**Macomb County
Position Analysis Questionnaire**



Employee Name: Sharon Gardocki

Classification Title and Department: Community Health Technician, Health Department

Division/Program Assignment: Family Health Services

Describe how this position is funded:

	<u>%</u>	<u>100 %</u>	<u>%</u>
	<u>County</u>	<u>Grant</u>	<u>Other</u>

Classification Purpose:

In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.

The Community Health Technician (CHT) in the WIC Program is a paraprofessional with both clinical and clerical responsibilities. The primary responsibility of the CHT is to determine eligibility of WIC applicants; the eligibility screening process includes household income determination, residency verification, identity verification, voter registration, immunization referrals, health history processing, anthropometric determination, and finger-stick testing for hemoglobin. The WIC CHT also assists in scheduling appointments, clerical duties such as filing, computer data entry and the issuance of benefits to WIC participants.

Organization Information: *(Please attach a current organization chart)*

Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.

Macomb County Health Department is comprised of the Divisions of Environmental Health Services, Family Health Services, and Health Promotion/Disease Control, as well as the Medical Examiner's Office, the Animal Shelter, and Emergency Medical Services. All components are managed by senior staff reporting to Health Department Administration.

The Macomb County Health Department's Family Health Services Division offers a wide variety of personal health services for the residents of Macomb County.

The Health Department provides WIC services to individuals and families at three (3) Macomb County locations: Verkuilen (Clinton Township), Southeast Health Center (St. Clair Shores) and the Centerline Early Childhood Center (Warren). The WIC program provides nutrition counseling and education, immunizations, health screenings, vouchers for nutritious food, and referrals to community agencies and health care providers.

All county residents who meet the eligibility criteria may apply and participate at no cost.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Program Manager	1
Same Classification Within Department or Program	CHT, full time CHT, part time	6 3
Other Classifications Reporting to this Immediate Supervisor	WIC Dietitian, Account Clerk, Typist Clerk, Outreach Worker.	11
Classifications Directly Supervised by this Classification (if applicable)	None	

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

The CHT often assists in the process of training recently hired WIC staff

Problem Solving Challenges: *Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.*

The CHT's primary responsibility involves the eligibility determination of applicants into the program. During a typical day, the CHT is responsible for the assessment of up to 17 applicants, depending on the show rate for that day's appointments. This is a very fast-paced work environment with very little room for error. With so little time spent on each client, the CHT must quickly process each applicant, which includes the completion of several forms and documents. On any given day, the CHT may be faced with applicants struggling with severe medical conditions, physical disabilities, psychosocial problems or mental impairments.

Often there are clients who arrive late, or on the wrong day, or to the wrong location, walk-ins, or clients with missing documentation that the CHT must make or seek an immediate decision on the provision of service. In addition, a member or members of the team may be missing due to illness, vacations or position vacancy and the CHT may have to assume additional duties and responsibilities within the team to ensure that client services are completed according to mandated standards.

The CHT provides services to a very challenging population: low-income, often undereducated, transient, sometimes illiterate or low reading ability, frequently non-English speaking, homeless, teenaged, and occasionally hostile.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Determine applicant eligibility within the WIC certification process	75%	daily	yes
2	Answers telephones and schedules appointments	5%	daily	yes
3	Performs data entry	5%	1-2 days / mo	yes
4	Issues WIC benefits	5%	1-3 days/week	yes
5	Files and sorts paperwork and client charts	5%	1-3 days/week	no
6	Makes referrals to community and health resources	5%	daily	yes
7	Completes reports and supply inventories	5%	1-2 days / mo	no

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

2005

25,691 certifications/8 FTE CHTs = 3211 WIC certifications per CHT per year

2006

24,252 certifications/8 FTE CHTs = 3031 WIC certifications per CHT per year

2007

24,590 certifications/8 FTE CHTs = 3074 WIC certifications per CHT per year

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

The CHT is responsible for determining income eligibility of all WIC applicants. Determining and verifying income sources for a household can be very complex. The CHTs are heavily trained in this area –more than other members of the WIC team. Occasionally they will make decisions, without assistance, on the correct sources of income to include or exclude and on units of economic dependency.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
<p>The Special Supplemental Nutrition Program for Women, Infants and Children is a federally mandated Nutrition Program under Section 17 of the Child Nutrition Act of 1966, administered by the U.S. Department of Agriculture.</p> <p>The CHT is uniquely trained and qualified to perform anthropometric measurements and perform fingerstick testing in a much more cost-effective manner than a medical assistant, laboratory technician, or nurse.</p>	<p>The Macomb County Health Department's WIC Program currently serves over 10,000 individuals per year. No other agency within Macomb County, public or private, is poised to deliver WIC services in the same manner. Nationwide, WIC services are provided in over 9,000 clinics within 1,800 local agencies; the majority of these agencies are public health departments. If unable to deliver WIC services, the Macomb County Health Department would be ineligible for Michigan Local Public Health Accreditation.</p>

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

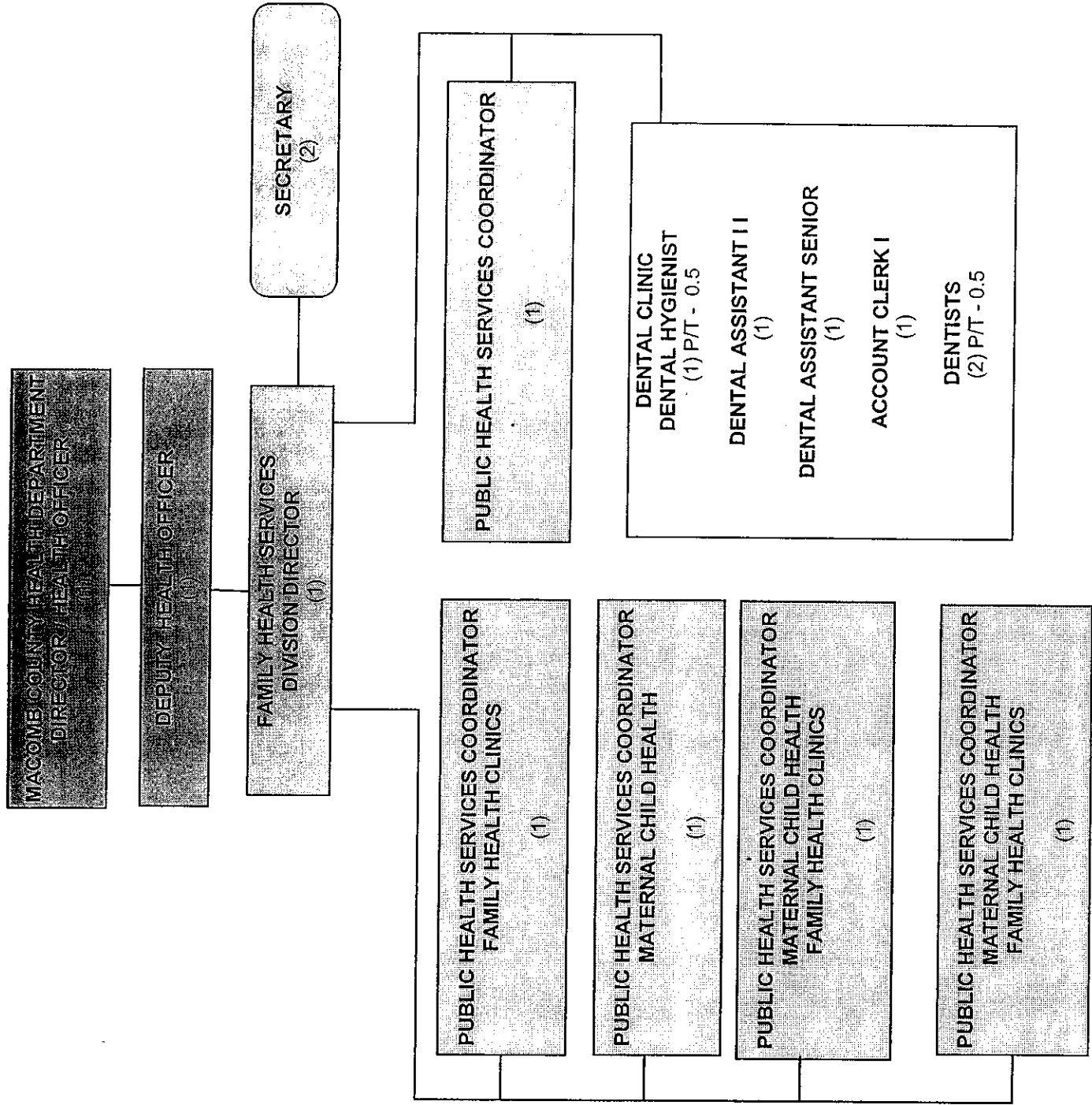
Position/Department	Nature of Contact	Frequency
Immunization Clinic	Coordinates care within the WIC clinic between immunization nurses and clerks who are co-located in WIC to provide immunization services to clients	Daily
Public Health Nursing	Provides referrals for home visits and follow-up on high-risk pregnant women , infants and young children seen in the WIC clinic who would benefit from a personalized in-home service. Discusses outcomes and future objectives.	Weekly
Michigan State University Extension	Provides guidance and oversight of MSUE employees contracted to assist in the provision of nutrition education to WIC clients.	Weekly

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

WIC is a short-term intervention program designed to strengthen families by influencing lifetime nutrition and health behaviors in a targeted, high-risk population. WIC's combination of nutrition education, nutritious foods, breastfeeding support, and health care oversight provides a gateway to good health.

WIC is recognized as the nation's premier public health nutrition program. It has gained this reputation and garnered strong bipartisan support in Congress because of its cost-effective scientifically documented health successes.



**FAMILY HEALTH SERVICES
DIVISION DIRECTOR**

**PUBLIC HEALTH SERVICES COORDINATOR
MATERNAL CHILD HEALTH**

(1)

MT. CLEMENS FIELD NURSING

PUBLIC HEALTH NURSE I I I

(1)

PUBLIC HEALTH NURSE I I

(5)

COMMUNITY HEALTH TECHNICIAN

(1)

COMPUTER MAINTENANCE CLERK

(2)

ACCOUNT CLERK I I I

(1)

OUTREACH WORKER

(1)

WOMEN, INFANTS & CHILDREN (W.I.C.)

PROGRAM MANAGER

(1)

PHN III

(1)

W.I.C. DIETICIANS

(3)

(4) P/T - 0.5

TYPIST CLERK I I I I

(2)

ACCOUNT CLERK I I

(2)

COMMUNITY HEALTH TECHNICIANS

(6)

(3) P/T - 0.5

OUTREACH WORKER

(1)

FAMILY PLANNING

PROGRAM MANAGER

(1)

WOMEN'S HEALTH NURSE PRACTITIONER IV

(2)

PUBLIC HEALTH NURSE I I I

(1)

(2) P/T - 0.5

MEDICAL SOCIAL WORKER

(1) P/T - 0.5

COMMUNITY HEALTH TECHNICIAN

(3)

(2) P/T - 0.5

ACCOUNT CLERK I I I

(1)

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Education Specialists	4
Same Classification Within Department or Program	Teachers	33
Other Classifications Reporting to this Immediate Supervisor	Teacher Aides	55
Classifications Directly Supervised by this Classification (if applicable)	NA	

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

Teacher aides receive direction from the teacher.

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

Without this position being reconfirmed, we will run the risk of failing to meet federal mandated requirements while limiting the education of 20 (3-4) year old children.

In order to ensure that federal and state requirements are met, a substitute teacher will be provided at such time that the full-time position is filled.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Ensures the desired mental health of children	100	daily	federal
2	Create and maintain a safe, healthy classroom	100	daily	federal
3	Maintain a positive two-way communication system	100	daily	federal
4	Implements early childhood curriculum	100	daily	federal
5	Maintains required documentation	85	annually	federal
6	Ensures nutritional requirements are provided	33	daily	federal
7	Conducts standardized screening and assessments.	25	quarterly	federal
8	Register children to maintain funded enrollment	20	ongoing	federal

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

Over a three year period of time a teacher has performed, conducted or received:

- *Instruction for a minimum of 60 preschool children;
- *Aproximately 400 parent contacts to discuss child's progress in the educational setting;
- *Aproximately 400 early childhood assessments; and
- *Over 200 hours of professional development/training.

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

Teachers are responsible for the children's daily care which includes the health, safety, and well-being in the classroom. In addition, the teachers are responsible for communicating with parents regarding the needs of their children.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
Unable meet licensing requirements	Increase substitute teacher pool
Limited service to the low-income families	The educational needs of 20 children and families

Key Customers:

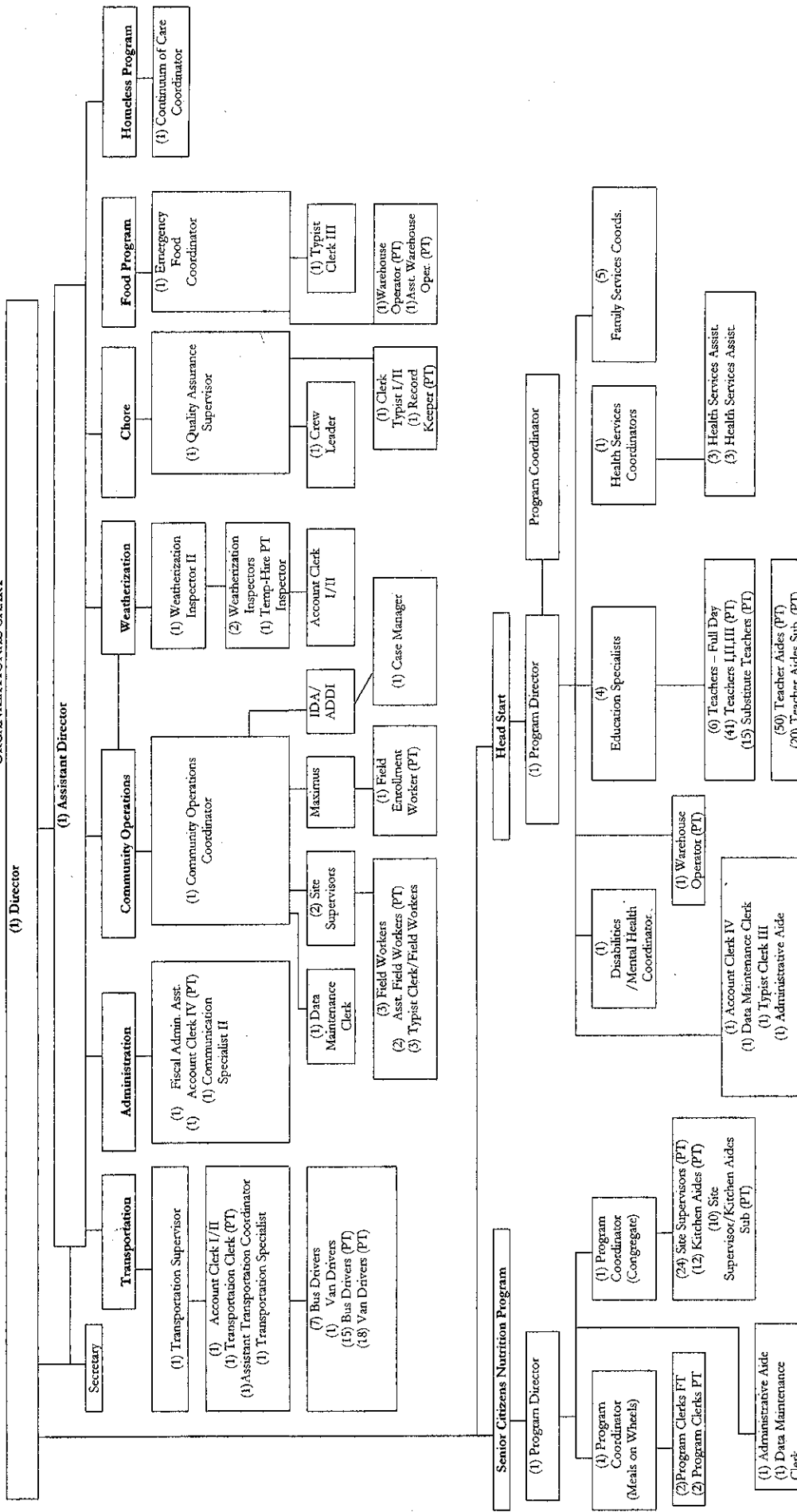
Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
Income eligible parents/children	Family Needs	Daily
School District personnel	Building Issues	Daily

Additional Information:

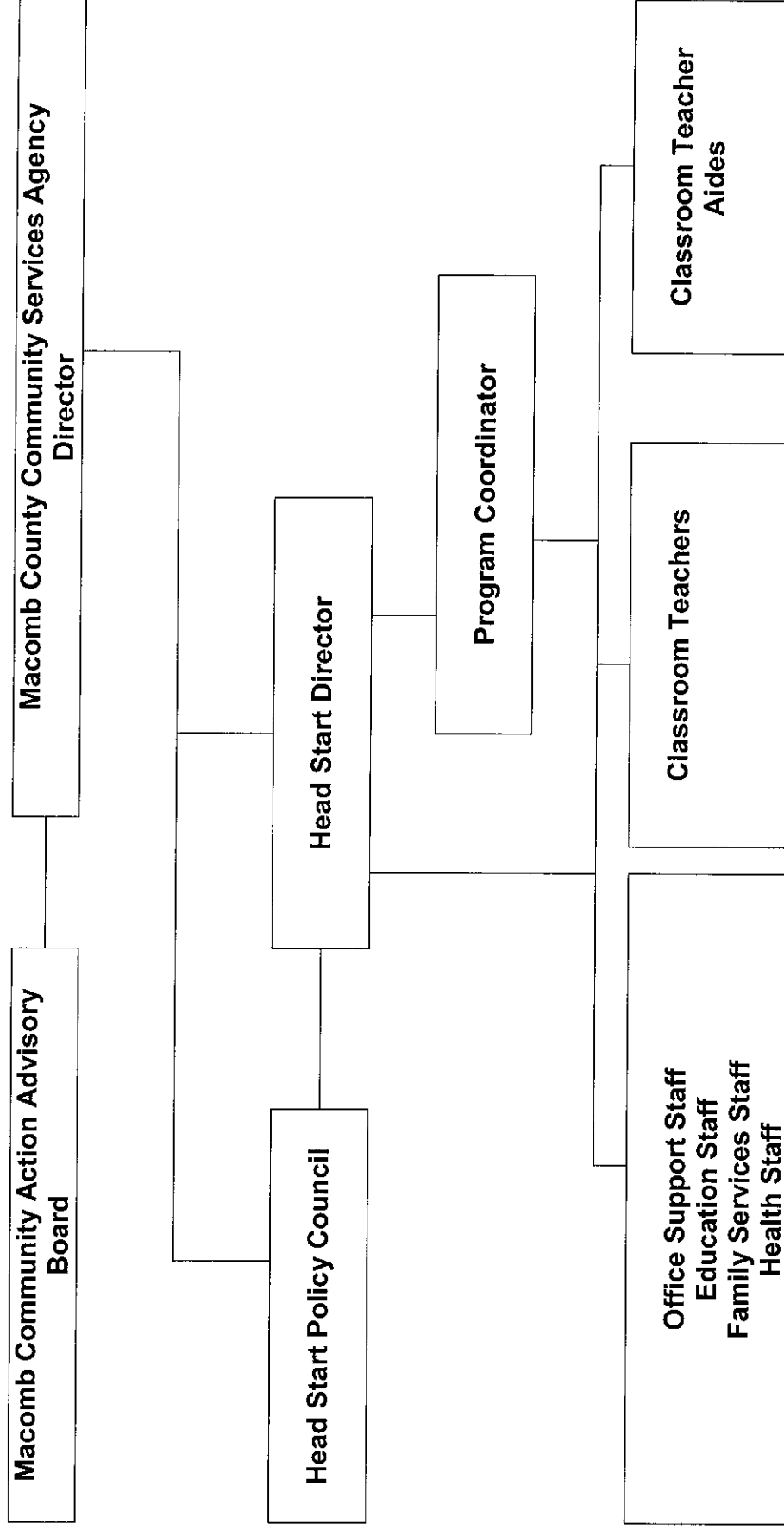
Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

MACOMB COUNTY COMMUNITY SERVICES AGENCY
ORGANIZATIONAL CHART



MACOMB COUNTY COMMUNITY SERVICES AGENCY

HEAD START ORGANIZATIONAL CHART



As of 8/4/08